

**UNITED STATES DEPARTMENT OF AGRICULTURE**

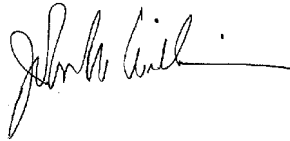
Farm Service Agency  
Washington, DC 20250

**Notice FI-2477**

**For:** State and County Offices

**Completing CCC-280**

**Approved by:** Deputy Administrator, Management



**1 Overview**

**A**

**Background**

Based on the FY 2000 County Operations Review Program Final Report, CCC-280 is not being completed appropriately and the guidelines in 58-FI are not being followed as outlined for applicable employees.

**B**

**Purpose**

This notice provides:

- instructions for completing CCC-280
- reiterates the importance of documenting the status of a claim for tracking purposes.

**Disposal Date**

January 1, 2002

**Distribution**

State Offices; State Offices relay to County Offices

## 2 Action

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### A County Office Action

County Offices shall:

- prepare CCC-280 when establishing a claim after 30 calendar days from the date of first demand letter when the debt remains unpaid or is not transferred to a promissory note
- maintain the original CCC-280 with other claim-related documents in the claim folder
- continue to update CCC-280 for each individual action taken on the claim until the claim is transferred to KCFO or other applicable offices.

**Note:** See 58-FI, Exhibit 4 for an example of a completed CCC-280.

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### B DD Action

DD's shall:

- conduct a quarterly review of all new claims filed in County Offices, including claims referred to and from the State Office, within DD's responsibility to ensure compliance with 58-FI
  - initial and date claim files as evidence of the review
  - ensure that any deficiencies are corrected promptly
  - notify SED in writing of any deficiencies and corrective action taken.
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